

STANDARD OPERATING PROCEDURES



[Timekeeping]

Department: Operations

SOP #102

Applicable to: All Staff

Effective Date: 1 Mar 2020

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Authority: Chief of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding timekeeping for all non-exempt personnel.

Scope:

The scope of this document applies to all personnel in the Operations Chain of Command to demonstrate proper utilization and clear expectations regarding timekeeping.

Guideline:

1. Staff scheduled to work are encouraged to arrive to work fifteen (15) minutes early.
2. All staff are responsible to fulfill their job requirements and have a duty to act for the duration of their shift.
3. Electronic time clock entries greater than fifteen (15) minutes prior to Start of Shift (SOS) time will require an exception, comment by the staff member.
 - 3.1. If an early SOS occurs for the purpose of covering a call, the run number should be noted in the SOS *or* EOS exception comment.
4. Electronic time clock entries any time beyond the scheduled End of Shift (EOS) time will require an exception comment by the staff member.
 - 4.1. EOS Exception comments should include the run number causing the staff member to be late offgoing.
5. Any missed punches will be manually entered by management to the scheduled time, either SOS or EOS.
6. Any early SOS entries will be rounded to the quarter hour, unless accompanied by an approved exception note.
7. Timeclock entries are electronically logged, and may be subject to additional review for verification.
8. Management will periodically review entries via Closed Circuit cameras to audit accuracy and authenticity.

This document supersedes any documents on the topic dated prior to the effective date noted above.